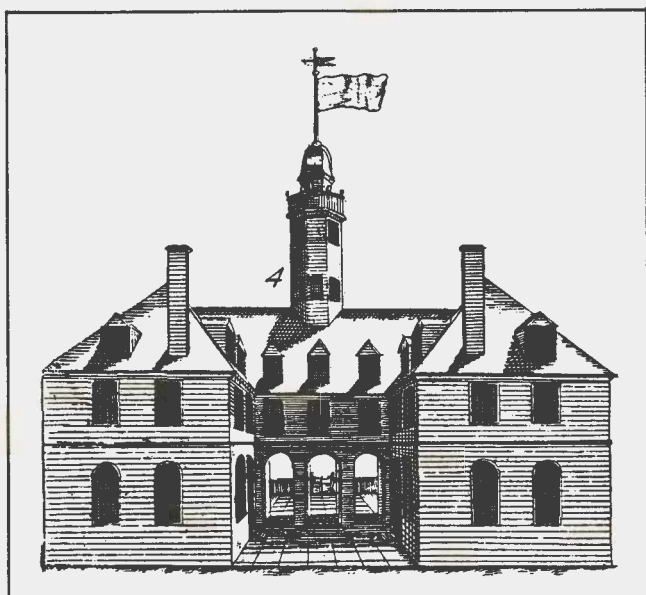


Fall MARAC 1988



*The Capitol, Williamsburg, Virginia
Detail from the Bodleian Plate,
Colonial Williamsburg Foundation Library*

*A walk through history
in Williamsburg*

Final Program

**November 3-5, 1988
Fort Magruder Inn
and Conference Center
Williamsburg, Virginia**

A WALK THROUGH HISTORY IN WILLIAMSBURG

Where better to celebrate our profession than in Colonial Williamsburg, the restored eighteenth century capital of Virginia? For over sixty years historians, architects, archaeologists, curators and archivists have joined forces to research and recreate the physical, intellectual and social atmosphere of Revolutionary Virginia. Join us as we explore the usable past and our part in preserving it for future generations.

PROGRAM

THURSDAY, NOVEMBER 3

8:30 am – 5:30 pm **Registration** *Petersburg Hall Lobby*

9:00 am – 4:30 pm **Pre-Conference Workshop**

COLLECTION DEVELOPMENT POLICIES

Early's Redoubt

Faye Phillips, Louisiana State University, Coordinator

This seminar reviews the history of collecting, the development of national standards and documentation strategies, and the elimination of collecting competition through cooperation. Participants will learn to write collection development policies through the review and critique of existing policies, and in the process will draft policies for their own repositories. Participants will also have the opportunity to share specific questions and problems with the instructor and other members of the seminar. The enrollment fee includes a booklet of pre-seminar readings dealing with the subject. This workshop is part of SAA's Education Program. See SAA flyer for further information and registration instructions.

Preregistration required. Enrollment limited to 20. See registration form for fee information.

9:30 am – 4:30 pm **Pre-Conference Workshop**

AUDIO-VISUAL MATERIALS

Longstreet's Redoubt

Patrick Loughney, Library of Congress

Alan Lewis, Consultant

Diane Vogt O'Conner, Smithsonian Institution

Pamela M. Henson, Smithsonian Institution

This workshop will cover basic archival practices in the handling and control of photographs, recorded sound, and moving picture images. The session will focus on surveying and analyzing collections, identifying action priorities, and preservation methods,

Thursday, November 3

needs, and equipment. Policy development, copyright, descriptive systems, videotape technology and other issues will also be discussed. Participants are encouraged to bring specific problems and questions.

Preregistration required. Enrollment limited to 20. See registration form for fee information.

9:30 am – 4:30 pm **Pre-Conference Workshop**

DISASTER RECOVERY

Hooker's Redoubt

Ted Kuzen, University of Virginia, Coordinator

Ronald L. Becker, Rutgers University Library

Jack McGill, American Freeze-Dry

Steve McDonald, Cargoaire Moisture Control Services,
Annapolis, Maryland

Karl J. Niederer, New Jersey State Archives

This workshop addresses the problems and processes involved in disaster recovery. Speakers will discuss the handling of disasters in their own institutions and how to develop an effective recovery plan before disaster strikes. Commercial products used in the aftermath of disasters will also be discussed.

Preregistration required. Enrollment limited to 20. See registration form for fee information.

THURSDAY AFTERNOON TOURS

Preregistration required

1:00 pm – 4:00 pm **Jamestown Island Tour**

1:00 pm – 4:30 pm **Colonial Williamsburg Walking Tour**

1:30 pm – 7:30 pm **Colonial Williamsburg/King's Arms Tavern
Tour**

2:00 pm – 5:00 pm **Carter's Grove Plantation Tour**

2:30 pm – 3:30 pm **MARAC Publications Committee
Room 471**

4:00 pm – 5:00 pm **MARAC Meetings Coordinating Committee
Lobby**

5:30 pm – 7:30 pm **MARAC Steering Committee
Lee's Redoubt**

8:00 pm – 9:30 pm **MARAC Education/Outreach Committee
Lee's Redoubt**

9:00 pm – 11:30 pm **Hospitality Suite Room 471**

FRIDAY, NOVEMBER 4

7:30 am – 4:00 pm **Registration Petersburg Hall Lobby**

8:00 am – 8:45 am **Plenary Session
Emory's & McClellan's Redoubts**

Friday, November 4

Welcome: Karen D. Paul, MARAC Chair

Introduction: Louis H. Manarin, State Archivist, Virginia State Library and Archives

Address: Frank G. Burke, University of Maryland, College of Library and Information Science, "REAL Archivists don't use MARC"

9:00 am – 10:30 am **Concurrent Sessions**

1. DEWEY, SCHELLENBURG, OR CLIO: FORMAL CURRICULUM FOR THE ARCHIVAL PROFESSION

Grant's Redoubt

The question of what formal education is most appropriate for work in the archival profession is fundamental to the issue of certification, but one that does not have a simple answer. The presenters came to their vocation by three different avenues: graduate training in history, graduate training in library science, and a combination of both. They will discuss their training and its contribution to their present positions.

Frederick Stielow (Chair/Commentator), The Catholic University of America

Richard H. F. Lindeman, University of Virginia Library

Gary D. Saretzky, Educational Testing Service, Lawrenceville, N.J.

John N. Jacob, George C. Marshall Research Foundation

2. HANDWRITING: FROM EGYPT TO ENGLAND

Emory's Redoubt

This session will focus on the history of the development of handwriting in the Western world. Both speakers will address the origin of letter formation, meanings, and problems associated with handwriting.

Karen A. Stuart (Chair/Commentator), Maryland Historical Society.

Fritz J. Malval, Hampton University

Philander Chase, University of Virginia

3. CONFIDENTIAL FILES: A VARIETY OF USES DESPITE RESTRICTIONS

Lee's Redoubt

While all types of confidential files are alike in so far as they contain private information about individuals, they may differ in

terms of the degree to which the information is sensitive or for how long it should remain protected. Braving the necessary restrictions, scholars are, nonetheless, making use of many kinds of sensitive files. In this session, discussion of restrictions and uses will range through medical, labor, legal and social service records.

Adele Lerner (Chair/Commentator), Medical Archives, New York Hospital/Cornell Medical Center.

David Weinberg, Urban Archives Center, Temple University
Debra Bernhardt, Robert F. Wagner Labor Archives, New York University

4. INTERAGENCY COOPERATION

McClellan's Redoubt

Using Virginia institutions as examples and the Old Dominion as the setting, this session serves as a case study of the ways in which archival institutions communicate, share information and resources, and work toward common goals. Also included is an analysis of the success of this cooperative effort, and a discussion of the problems and solutions involved.

E. Lee Shepard (Chair/Commentator), Virginia Historical Society

Louis H. Manarin, Virginia State Library and Archives

John B. Straw, Virginia Polytechnic Institute and State University

10:30 am – 11:00 am **Break and New Member Orientation**

Hill's Redoubt

11:00 am – 12:30 am **Concurrent Sessions**

5. HOW OTHERS DID IT: CERTIFICATION REVISITED

Emory's Redoubt

Drawing parallels to the history of the effort to achieve certification for archivists, speakers will discuss the experiences of the Medical Library Association, the American Association of Museums, and the American Records Management Association.

John H. Whaley, Jr. (Chair/Commentator), Virginia Commonwealth University

Fred V. Diers, Glaxo Corporation

Gregg D. Kimball, Valentine Museum

Frank Jewell, Valentine Museum

Friday, November 4

**6. THE WRITER AS QUARRY;
THE BIOGRAPHER AS HUNTER**

Lee's Redoubt

Author, biographer and book critic Doris Grumbach will discuss the ethical considerations and dilemmas of using sensitive archival materials and the potential impact such use can have on present and future donors.

Pamela Amos (Chair/Commentator), Manuscripts Department,
University of Virginia Libraries.

Doris Grumbach, Author

**7. CARE AND USE OF ARCHITECTURAL AND
CARTOGRAPHIC RECORDS**

Grant's Redoubt

The speakers will present a general introduction to the collection, processing, preservation and research use of these valuable records.

Marianne M. Withers (Chair/Commentator), Virginia State
Library and Archives

Mary O. Keeling, Colonial Williamsburg Foundation Library

Charles Taylor, National Archives

**8. BASIC IN-HOUSE CONSERVATION/PRESERVA-
TION FOR NEW ARCHIVISTS AND CURATORS**

McClellan's Redoubt

An introductory session for those who may have some responsibility for documentary records but have little or no previous experience with their physical care. This session will explain some of the procedures that can be accomplished easily, and will demonstrate some of the commercial products available for such work.

Barbara E. Benson (Chair/Commentator), The Historical
Society of Delaware

Stephen Cooper, Maryland State Archives

William Hollinger, Conservation Resources International, Inc.

9. COMMUNITY RELATIONS

Johnston's Redoubt

Representatives from two repositories, one small, private and new, and the other large, public, and well-established, will discuss how each has developed programs which have enhanced their public images and improved their effectiveness in their respective communities.

Lucious Edwards, Jr. (Chair/Commentator), Virginia State
University

M. Jamila Coleman, Harrison Heritage and Cultural Center

Friday, November 4

Betsy P. Pittman, James Branch Cabell Library, Virginia
Commonwealth University

12:30 pm – 2:00 pm **Luncheon** *Petersburg Hall*

Luncheon Address: Mark R. Wenger, Architectural
Historian, Colonial Williamsburg Foundation.

2:15 pm – 3:45 pm **Concurrent Sessions**

10. KEEPING ABREAST OF COPYRIGHT ISSUES

Lee's Redoubt

This session will provide a look at one repository's experiences with copyright holder, research and litigation in a well-known copyright case, as well as an overview of recent developments in the copyright law as it relates to archival collections.

William Joyce (Chair/Commentator), Special Collections,
Princeton University Library

Jean Preston, Special Collections, Princeton University Library

Sally Wiant, Law Library, Washington and Lee University

11. CURRENT DIRECTIONS IN OPTICAL DISK TECHNOLOGY

Emory's Redoubt

This session will focus on the applications, advantages, and problems of optical disk technology. The speakers will discuss the use of optical disks at the National Archives and the Library of Congress.

Bland Blackford (Chair/Commentator), Department of
Archives and Records, Colonial Williamsburg Foundation

William Holmes, Jr., Archival Research and Evaluation Staff,
National Archives and Records Administration

Joe Price, Science and Technology Division, Library of
Congress

12. APPRAISAL: INSIDE WORLD/OUTSIDE WORLD

Grant's Redoubt

Participants will focus on the inside and outside worlds of the appraisal archivist. They will discuss the functions, processes, and relationships that must be addressed and considered when appraising records.

Maygene Daniels (Chair/Commentator), National Gallery of
Art

David W. Carmichael, Westchester County, N.Y., Archives

Karen Benedict, Consultant

Friday, November 4

**13. COPING WITH FUTURE SHOCK: DESIGNING
ARRANGEMENT SYSTEMS FOR THE RECORDS
OF EVER-CHANGING BUREAUCRACIES**

McClellan's Redoubt

The rapidity with which corporate and government bureaucracies change and reorganize often hampers efforts to arrange the records which they produce. In this session, two archivists, one from the corporate world, and the other from a state government, discuss possible solutions to problems posed by corporate mergers and governmental reorganizations.

Kathleen Roe (Chair/Commentator), New York State Archives

Leslie M. Simon, CIGNA Corporation

Daniel P. Jones, New Jersey State Archives

3:45 pm – 4:00 pm **Break** *Hill's Redoubt*

4:00 pm – 4:45 pm **MARAC State Caucus Meetings**

Delaware *Hill's Redoubt*

District of Columbia *McClellan's Redoubt*

Maryland *Emory's Redoubt*

New Jersey *Johnston's Redoubt*

New York *Grant's Redoubt*

Pennsylvania *Hospitality Suite, Room 471*

Virginia *Lee's Redoubt*

West Virginia *Hill's Redoubt*

5:30 pm – 7:30 pm **Reception at the Botetourt Gallery, Earl Gregg Swem Library, College of William and Mary**

9:00 pm – 11:30 pm **Hospitality Suite** *Room 471*

SATURDAY, NOVEMBER 5

7:30 am – 10:00 am **Registration** *Petersburg Hall Lobby*

8:00 am – 9:30 am **Breakfast/Business Meeting** *Emory's Redoubt*

9:45 am – 11:15 am **Concurrent Sessions**

**14. NATIONAL COLLECTION DESCRIPTION:
NUCMC, RLIN AND THE USER**

Longstreet's Redoubt

NUCMC has served as the main source for collection-level description for manuscripts in America since 1959. With the automation of NUCMC with RLIN, these holdings will soon be

available on-line. NUCMC will also continue to provide inclusion of collection descriptions for smaller repositories not using RLIN. The session participants will discuss various levels of participation in NUCMC, the future possibilities for the widest distribution of NUCMC's automated and manual records, and the effect of NUCMC on-line on description standards.

Nancy A. Sahli (Chair/Commentator), National Historic Publications and Records Commission

Harriet Ostroff, Editor, NUCMC

Peter B. Hirtle, National Library of Medicine

15. THE NATIONAL ARCHIVES: IT'S A NICE PLACE TO VISIT, BUT WOULD YOU REALLY WANT TO WORK THERE?

Hooker's Redoubt

A National Archives and Records Administration specialist will discuss federal government opportunities for archivists, giving types of temporary and permanent jobs available, methods of job application, advancement possibilities, salary ranges, benefits, and the locations of jobs and internships. In addition, a NARA employee and two NARA trainees will discuss how diverse career paths led them to the National Archives. Even if you are not job hunting this is an opportunity to learn about new directions in staff development in a major archival institution and the bureaucratic maze in which it operates.

Judith W. Thorne (Chair/Commentator), National Archives and Records Administration

Cynthia G. Fox, National Archives and Records Administration

Jennifer L. Davis, National Archives and Records Administration

Arthur F. Sniffin, Cornell University

16. RARE BOOKS IN THE ARCHIVES: A BOON OR A BOTHER?

Johnston's Redoubt

A rare book librarian and an archivist turned rare book curator will discuss the practicalities of coping with the unexpected presence of "rare" books in the archival and manuscript collection. Topics will include what makes a book "rare", how to establish the value of books, storage conditions, approaches to preservation and conservation, and appraisal and disposition.

John D. Haskell, Earl Gregg Swem Library, College of William and Mary

John E. Ingram, Colonial Williamsburg Foundation Library

Saturday, November 5

**17. TOOLS FOR CATALOGING STILL AND
MOVING IMAGES AND THE USE OF THE
MARC FORMAT FOR VISUAL MATERIALS**

Early's Redoubt

The speakers will discuss tools useful for standardizing description and indexing of images. They will address the relationship between the use of these tools and the use of the MARC format. A focus for the discussion will be highlights from the MARC for Visual Materials Format Conference.

Donna Wells (Chair/Commentator), Gallaudet College

Barbara Orbach, Library of Congress, Prints and Photographs Division

Wendy White-Henson, Consultant

11:15 am – 11:30 am **Break** *Petersburg Hall Lobby*

11:30 am – 1:00 pm **Concurrent Sessions**

**18. ACADEMICIANS AND ARCHIVES: THE
HISTORIAN AND THE ARCHIVIST**

Longstreet's Redoubt

This session is a discussion of the relationship that exists between academic historians and archivists. Topics include the strengths and weaknesses of each profession, the expectations that each profession has of the other, and how to build cooperative understanding through the exchange of ideas and views.

Guy R. Swanson (Chair/Commentator), Museum of the Confederacy

Ludwell H. Johnson, III, Department of History, College of William and Mary

Peter J. Parker, The Historical Society of Pennsylvania

**19. ARCHIVAL SECURITY: COOPERATING TO
RECOVER STOLEN MATERIALS**

Hooker's Redoubt

The speakers will discuss ways in which members of the archival community can cooperate with rare book and manuscript dealers and information sharing networks to prevent theft and recover stolen materials.

Karen A. Stuart (Chair/Commentator), Maryland Historical Society

John Ballinger, The Bookpress, Ltd., Williamsburg, Va.

Katharine Kyes Leab, Bookline Alert/Missing Books and Manuscripts (BAMBAM)

Saturday, November 5

20. THE YORK COUNTY, VIRGINIA, PROJECT

Johnston's Redoubt

The session will cover the history and organization of a research project that used county court records and other primary sources as the raw materials for its investigations. Topics covered will include: the planning, implementation and monitoring of work activities; the gathering of data; the coding of material to produce data bases; and the methods used to link information from diverse sources to construct individual biographies and form prosopographical narratives.

Cary Carson (Chair/Commentator), Department of Historical Research, The Colonial Williamsburg Foundation

Kevin P. Kelly, Department of Historical Research, The Colonial Williamsburg Foundation

Linda H. Rowe, Department of Historical Research, The Colonial Williamsburg Foundation

21. GENERATING SUPPORT FOR ARCHIVES AND RECORDS MANAGEMENT PROGRAMS

Early's Redoubt

The speakers will present successful methods of developing internal and external support by archivists responsible for management programs.

Roy H. Tryon, Delaware State Archives

Paul B. Hensley, Winterthur Museum Library

Wendy A. Ailor, National Academy of Sciences

PROGRAM COMMITTEE

Waverly K. Winfree, Virginia Historical Society (Chair)

Patricia M. Butler, Student, Catholic University of America

Donna A. Cassell, Colonial Williamsburg Foundation

R. Thomas Crew, Mariner's Museum

Lucious Edwards, Jr., Virginia State University Library

John E. Ingram, Colonial Williamsburg Foundation

Daniel P. Jones, New Jersey State Archives

Gregg D. Kimball, Valentine Museum

J. Michele McCauley, Delaware State Archives

Joanne A. Mattem, Delaware State Archives

Michele F. Pacifico, National Archives and Records Administration

Jane M. Pairo, Virginia State Library and Archives

Michael Plunkett, University of Virginia Library

Susan A. Riggs, College of William and Mary

Karen A. Stuart, Maryland Historical Society

Guy R. Swanson, Museum of the Confederacy

Marsha Trimble, University of Virginia Law Library

Minor T. Weisiger, Virginia State Library and Archives

Mary M. Wolfskill, Library of Congress

LOCAL ARRANGEMENTS COMMITTEE

L. Eileen Parris, Colonial Williamsburg Foundation (Chair)
Donna A. Cassell, Colonial Williamsburg Foundation
Margaret Cook, College of William and Mary
Kay Domine, College of William and Mary
Sharon E. Garrison, Hampton Public Library
Laura F. Parrish, College of William and Mary
Ellen Strong, College of William and Mary

EXHIBITORS

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